



ATTENDEE SESSION DESCRIPTIONS

ACCOUNTANTS ARE FROM MARS; PROCUREMENT SPECIALISTS ARE FROM VENUS!...

(APO/CUPO) – *LaTonya Ammons, Lisa Eason*

Bridging the gap and understanding each other. Learn how to navigate the different lingos, policies, reports, and procedures and sing from the same sheet of music!

ADVANCED RFP LAB

(MSC, APO/CUPO) – *Carrie Steele, Tetchjan Simpson, Robert Golden (GTA)*

This GPC session is an advanced workshop featuring specific learning examples for a variety of sourcing and contracting topics including information technology. It is designed to give procurement professionals applicable how-to information and hands-on tools to significantly improve their solicitations, evaluations, and contracts. The class curriculum includes lab work in contracting for results, supplier accountability, responsibility reviews and improving evaluations.

AND THE STATEWIDE CONTRACT GOES TO...

(APO/CUPO, LCL) – *Clarence Ingram, Carol Kennedy-Sims, Osborne Johnson, Billy Gilbert, Donnie Treadway, Ezeomo Akhirome, Jeanette Rakestraw, Latrice Njee*

This session highlights everything you need to know about State Purchasing's new Statewide Contract (SWC) awards. The following SWCs will be in the spotlight: Professional Grade Tools & Diagnostic Equipment, Food & delivery Service, COVID-19 Disinfecting Cleaning, and Media Buying Services. Walk the red carpet and get the latest scoop on the scopes for these new Statewide Contracts. This session will premiere pertinent contract information, tips for using the contracts and ordering instructions. Plus understand how you can play an important supporting role. At the conclusion of the session, attendees will get to vote for their favorite.

ASSESSING AND TRANSFERRING RISK

(APO/CUPO, LGL, ICC) – *Susan Setterstrom*

Insurance and bonds are tools to protect the State, but how do I know how much protection I need? How do I respond to a vendor who questions the insurance requirements? This session will review important resources available to you along with tips for assessing risk. Plus, a high-level discussion about Certificate of Insurances and do's and don'ts.

AUDITING THE NEW STATEWIDE PURCHASING CARD POLICY

(ICC) – *Becky Alexander, Kristen Raley, Chad Hogan, Chauncy Gill*

State Purchasing Division's P-Card Audit Team shows what we look for in areas including transactions, program administration and training. We will look at how your entity P-Card Plan fits into the audit process, some statistics, and ways to avoid a finding with the new policy.

BEHIND ENEMY LINES: TOOLS TO SURVIVING THE MINEFIELD OF THE SALES PROFESSIONAL

(MSC, LCL) – *Lazerick Russell, Yolanda Reeder, Michael Richardson, Kippine Smith (GVRS)*

Leverage is all about understanding what another party desires and figuring out what you need to fulfill it, then using your position to gain an outcome in your favor. From a Sales Manager perspective, this can be achieved from a variety of means including a greater knowledge or experience base, exclusivity in a specific market, providing higher discounts, more quality service level agreements or even superior personal relationships -- with special emphasis on the word "personal." What tools of leverage exists for the Government Procurement Officer? The answer starts with Data and building the competitive environment. In this session, we will discuss some of the ways you or your staff can use data to position your agency for a successful procurement.

BUILDING A BRIDGE FOR AN EXCELLENT CUSTOMER EXPERIENCE

(USC, APO/CUPO) – *Billy Gilbert, Andy Penick (GDOT), Rhonda Henslee (DNR)*

Communication doesn't happen until understanding is achieved. Join this interactive session for insights into building relationships and bridging the gap for an excellent customer experience!

CLEAR THE CLUTTER

(APO/CUPO, LCL) – *Lauren Jones*

Not sure what to do with all that extra stuff? This session will give provide helpful tips on disposing of property no longer needed by your entity. It will also introduce you to DOAS Surplus and how both State Agencies and Local Government can benefit from this service.

CONTRACT ADMINISTRATION: THE JUDGE IS BACK IN SPECIAL SESSION

(MSC, LCL) – *Dr. Carl Hall, Osborne Johnson, Eric Mercier, Donnie Treadway, Jeanette Rakestraw, Daniel Garnett*

This session will provide attendees important strategies on how to utilize statewide contracts more efficiently. The course will discuss the statewide contracts portfolio and offer tips for addressing a number of "contract challenges" by looking at "The Relationship Between The Contract and The Process".

DIY (DO IT YOURSELF) AUDITS

(ICC) – *Gerald Schaefer, John Kreeger*

Learn what the SPD auditors look for and how they look for it. We'll go over the PO and AP queries and GPR reports we use, how to run them, and then what we look for after we run the reports and queries. Learn to find procurement related issues before the auditors do!

ePRO - BE A SMOOTH OPERATOR

(APO/CUPO, MSC) – *Kiaja Williams, Margaret Robert*

Come learn how to have an error-free ePro experience! We'll help smooth the wrinkles out of the process for you by providing tips for creating an error-free Requisition, for sourcing that Requisition to a spot-less EDX Purchase Order, and for successfully transmitting an EDX Purchase Order to a Supplier. Join us as we take an in-depth look at the Requisition Approval Workflow and how to maintain it. We'll also show you where to find additional resources!

E-VERIFY COMPLIANCE AND REPORTING REQUIREMENTS

(APO/CUPO, ICC, LCL) – *Carol Schwinne (DOAA)*

This presentation provides an overview of compliance requirements for the collection of E-Verify affidavits from vendors who do business with state and local government entities. In the presentation, I will also discuss the annual reporting requirements, introduce you to the reporting tool developed by the Department of Audits and Accounts, and provide you some information to assist in improving the accuracy of reporting.

EVERYTHING YOU EVER WANTED TO KNOW ABOUT PURCHASE ORDERS BUT WERE AFRAID TO ASK

(MSC, ICC) – *John Kreeger*

How to analyze purchase order data to understand what's happening in the world of POs.

HELP US HELP YOU 2022!!

(USC, APO/CUPO) – *Jim Barnaby, Clarence Ingram, State Purchasing Division SME's*

You DID HELP us help you, now let's keep the ball rolling. We want to hear ideas that will continue to help improve the way you work! Share your input on best practices, policy updates, new statewide contracts and more. We'll highlight our work in progress and lead interactive discussions to map out new changes together!

LOCAL GOVERNMENTS & STATEWIDE CONTRACTS: "LOOK – IT'S IN THE BOX"

(LCL) – *Dr. Carl Hall, Osborne Johnson, Eric Mercier, Donnie Treadway, Jeanette Rakestraw, Daniel Garnett*

In this time of limited public funding, local governments are routinely seeking ways to reduce the cost of goods and services. This session is designed for the Local Government (non-state) attendees and will provide important strategies on how to take advantage of opportunities available using statewide contracts. The course will discuss the statewide contracts portfolio, from a practical perspective (Who, What, Where, When and How"), with an emphasis on developing an understanding of "The Relationship Between the Contract and The Process". **NOTE: This session is only offered once.**

LYIN', CHEATIN', AND STEALIN', OH MY!

(ICC, LCL, LGL) – *Gerald Schaefer, Jenna Wiese (OIG)*

A summary of the Association of Certified Fraud Examiners' (ACFE) latest report on fraud. The session will cover common fraud schemes, how fraud is detected, who commits fraud, the types of organization where fraud is committed, and how fraud is caught. The session will also include some details on fraud cases investigated by State Office of Inspector General (OIG).

MONDAY MORNING QUARTERBACKING – SUPPLIER DEBRIEFING

(MSC, LCL) – *Alicia Pope, Matt Taylor, Ricky Beal*

Debriefing is simply the act of meeting with an unsuccessful bidder to explain why their bid was not deemed to be the most successful. Debriefing is a fragile process. You want to be as helpful as possible to the unsuccessful bidder, but you also must maintain the confidentiality of other suppliers' information. In this session, we will highlight a debriefing process and common mistakes to avoid improving bidder confidence and mitigating protest.

RESPONSIVE AND RESPONSIBLE: WHAT IS THE DIFFERENCE AND WHY IS IT IMPORTANT?

(APO/CUPO, LGL, MSC) – *Mary Chapman, Carrie Steele*

This presentation will discuss the concepts of responsiveness and responsibility, timing for the determinations, and when deviations may be accepted or rejected.

SPEARHEAD YOUR PROCUREMENT CAREER: “UNSCRAMBLING” THE CERTIFICATION ALPHABETS

(APO/CUPO, LCL, ICC) – *Joyce Auld, Doc Fields, Norma Hall (UPCC), Maria Roux (GDOT)*

Understanding the “What, Why, and How” that GCPA, GCPC, GPCPA, RFP, CPPB, and CPPO impact procurement professionals. Join our workshop session to learn what all these acronyms mean and how they can benefit your professional procurement career. Learn the ABC's and 123's about State and Local Procurement Certifications and National Procurement Certifications. Explore which policies outline purchasing training in the areas of certification programs, training registration and re-certification.

THE DEVIL'S IN THE DETAILS

(APO/CUPO, ICC) – *Becky Alexander, Lisa Little (USG)*

Join us for an interactive session as we discuss various situations you may be faced with during the procurement process, ways to handle them, and some of the details to consider. We'll focus on areas such as sole sources, purchasing card situations, ethical and conflict of interest, and emergency purchases. This will be an interactive session; so, we will cover as many topics as time allows during the session.

THE EMPATHETIC COMMUNICATOR: CREATING EXCEPTIONAL INTERACTIONS THROUGH PERSONAL UNDERSTANDING

(LCL, USC)- Steve Cohn (Keynote Speaker)

In a world in which AI and machine learning are replacing technical abilities, strong, empathetic communication skills will be the competitive human advantage in the years to come. This fast-paced session will show you how to develop and use those skills in a personal way.

You will learn:

- How to take the move the conversational focus to clearly make the other person the center of attention and interest.
- How to build personal rapport and trust through empathetic techniques, see the world through the other person's eyes and feel their emotions from the heart.
- How to combine your communication style with others for deeper, stronger, and productive interactions.
- How to use key communication techniques such as active listening and personal understanding.
- How to build all of this into better relationships.

TRADING SECRETS!

(APO/CUPO, MSC, ICC, USC) – Josh Borden, Facilitator, SPD and Purchasing Customer Advisory Panel Members

In this interactive session, attendees will participate in roundtable discussions on a variety of topics for 10-15 minutes at a time, and then rotate to another subject area. This is all about spilling the tea and hearing what others are doing to address common procurement and purchasing issues. Hosted by the Purchasing Customer Advisory Panel and State Purchasing Division staff, there is sure to be some trading of valuable secrets and tips others have used to survive.

WHAT DOES THE GPM SAY?

(MSC, ICC, APO/CUPO) – Mary Chapman, Rebecca Krystopa

Quite a bit! Join SPD staff for a session that covers common policy questions, compliance tips and advice to take your procurement knowledge to the next level.